MODEL I / MODEL III

DISK PAYROLL

CAT. NO.
26-1556

Radio Shack TRS-80 SOFTWARE ™

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.

CHANGE OF ADDRESS

NOTE: If you move, please fill out this card and return it so that you may continue to receive information regarding this program.

31010582

Purchase Date ____________________ ________________________________

Version/Date

Cat No. 1554

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City ________________________________

State ____________________ Zip __________

OLD ADDRESS:

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Company ________________________________

Address ________________________________

City ________________________________

State ____________________ Zip __________

INSTRUCTIONS FOR USE

1. Register one software package per card only.
2. Complete the Software Registration portion of this form and mail it immediately. The Catalog No. may be found by examining the upper-right corner of your diskette.
3. For convenience a change of address card has been included. Copy all information from the Registration Card onto it prior to sending the Registration Card.

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Computer Merchandising
P.O. Box 2910
Fort Worth, Texas 76113-2910

Attn: Software Registration

Important Note to Model I Payroll Users

This package contains Model I Payroll version 3.0. This version is on Model I TRSDOS 2.3. There are several new functions and features to this system, such as a W-2 Form program that allows you to format your own W-2 forms. The procedures used for incorporating your State Tax Tables have also changed somewhat. It is very important that you read the new manual.

If you have data created under versions of Payroll prior to 2.0, the payroll information must be re-entered. After you have completed setting up your system, compare all of the company and tax information (especially the Taxable Earnings Definitions) with your previous Company Definitions Listing. Make any necessary corrections. (Be sure to use Backup copies of the enclosed diskettes.)

If you are using Payroll versions 2.0 or later, and are upgrading to version 3.0, print a listing of your Company Definitions. Then replace your Program and Maintenance diskettes with Backup copies of the diskettes enclosed. You may continue to use your existing Data diskette. Before you run the Payroll 3.0 system, follow the steps listed below.

Before you begin, make a Backup copy of your existing Data diskette. These procedures should not be done on your only copy.

1. Insert the Backup copy of your new Payroll Program diskette in Drive 0.
2. Insert the Backup copy of your existing Data diskette in Drive 1.
3. At TRSDOS READY, type: B A S I C and press ENTER.
4. Press ENTER for both MEMORY SIZE and the NUMBER OF FILES.
5. When READY appears, type: R U N " P R 4 S O R T " and press ENTER. This will run a program that re-sorts your employees.
6. When this operation is complete, go to the Company Maintenance Menu of the Payroll system and compare all of the company and tax information (especially the Taxable Earnings Definitions) with the Company Definitions listing you just printed. Make any necessary corrections.
7. If you are using the state income tax functions, you must recreate your state tax tables. This process is somewhat different than prior versions of Payroll, so you will need to review the information on creating state tax tables in the new manual.
8. Make Backup copies of the diskettes you just created before running Payroll 3.0.

Disk Payroll

Radio Shack®

A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

10 9 8 7 6 5 4

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Introduction

Payroll can be a real job for the person whose responsibility it is to make sure that hours, pay rates and withholding all add up. When insurance, savings and other voluntary deductions are figured in, it can become a swirling numerical headache.

In practical terms, payroll is simply keeping track of employee hours, preparing and writing checks, and recording the outcome in the general ledger.

If this is the first time you've used a computer, this manual will make it easy. If you are unfamiliar with payroll procedures, this manual explains each step. If you already handle the payroll for your company, this manual will show you how we've made your life a little simpler.

We will set up the system with you, step by step. It is a long process, but it is not complicated. We strongly recommend that you follow the manual closely as we step through the procedure. This program contains many little tips that can save you hundreds of hours of work during the year, so please bear with us.

Minimum Required Equipment

Model I:

- TRS-80 16K Level II Keyboard
- TRS-80 16K Expansion Interface
- Two TRS-80 Disk Drives
- A TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable.
- TRS-80 Video Monitor

Optional: Additional TRS-80 Disk Drive

Model III:

- TRS-80 32K Model III with Two Disk Drives
- TRS-80 Line Printer capable of printing 80 columns per line and Printer Cable.

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System, etc.

Features

1. Calculates and prints payroll checks automatically.
2. Calculates all Federal taxes.
3. Calculates State Income Taxes in all states and the District of Columbia.
4. Calculates most city taxes.
5. Automatic printing of W-2's at year end.
6. Up to sixteen user-defined Earnings and Deductions Categories.
7. Six user-defined Workman's Compensation classifications.
8. Up to 1ØØ employees.
9. Provision for voluntary deductions, such as Savings, Christmas Clubs, Insurance, etc.
10. Automatic Check Register after check printing.
11. Easy error correction and recovery.
12. Automatic out-of-balance detection.
13. Automatic Monthly, Quarterly and Annual Journals.
14. Automatic Advanced Earned Income Credit payments.

Setting Up the Disk Payroll System

Before you can use the Disk Payroll System, you must provide some information about your particular company and its employees. This is called the "Setup" procedure. This setup procedure is only done one time. Because this system must work in many states with different requirements, it is fairly complex. For most companies this Setup will take several hours. It is not a difficult task, so don't worry about it. Just take your time, and we will lead you through it, step by step.

Information You Need to Supply

You will need your employee records, your federal and state ID numbers and any applicable Workman's Compensation categories and rates. If your state has an income tax, you will also need the tax table for your state (provided in Appendix 3 in the back of the manual).

Once you "Setup" the system, maintenance is minimal. You can add employees easily, make wage changes quickly, prepare payroll checks easily, and print any reports that may be needed in a fraction of the time.

Starting the Setup

Requisition the most comfortable chair in the building, lock the door, unplug your phone, brew yourself a large pot of coffee and when you are ready, let's start the Setup procedure.

Note: If you have a large number of employees, it goes a lot faster if two people work on the Setup procedure — one person calling out the information, and a second person typing it into the computer.

How to Run the TRS-80

Diskettes can be damaged through contact with magnetic fields, mishandling, etc. To insure against loss of your program, before you begin running Payroll, you should make a backup copy of all the diskettes provided for your system. Included for Model I operations are Program, Maintenance and Data diskettes. Included for Model III are Program (contains Maintenance) and Data diskettes. Be sure to keep the originals in a safe place. See Appendix 1 for detailed "Backup" instructions.

Follow these steps in this exact order:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).

2. Insert the Backup copy of the Payroll Program diskette in Drive Ø and close the door. Make sure the notch is not covered with a piece of tape.

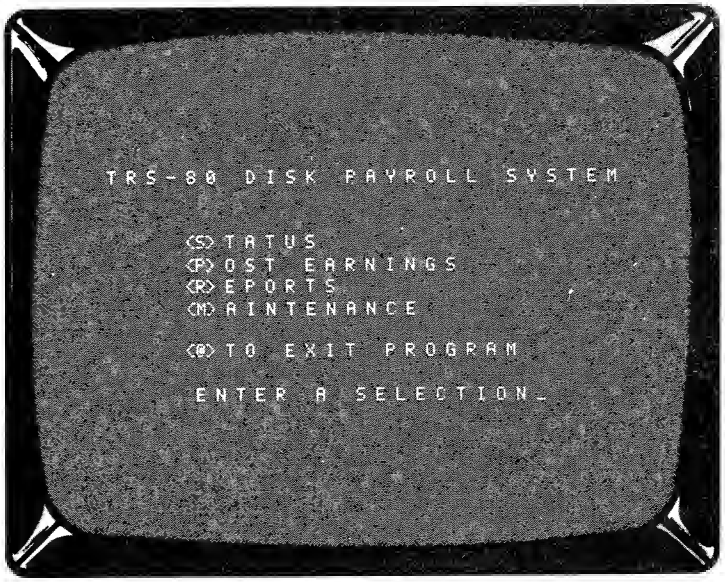
3. Insert the Backup copy of the Data diskette in Drive 1 and close the door.

The screen will show:	You type:
DOS READY (Model I) or	
TRSDOS Ready (Model III)	BASIC and press ENTER
HOW MANY FILES?	Press ENTER
MEMORY SIZE?	Press ENTER
READY >_	RUN"PAYROLL" and press ENTER

Important Note to Model III Users: All operations can be done using the Program and Data diskettes. Therefore, instructions to change out Maintenance and Program diskettes can be ignored.

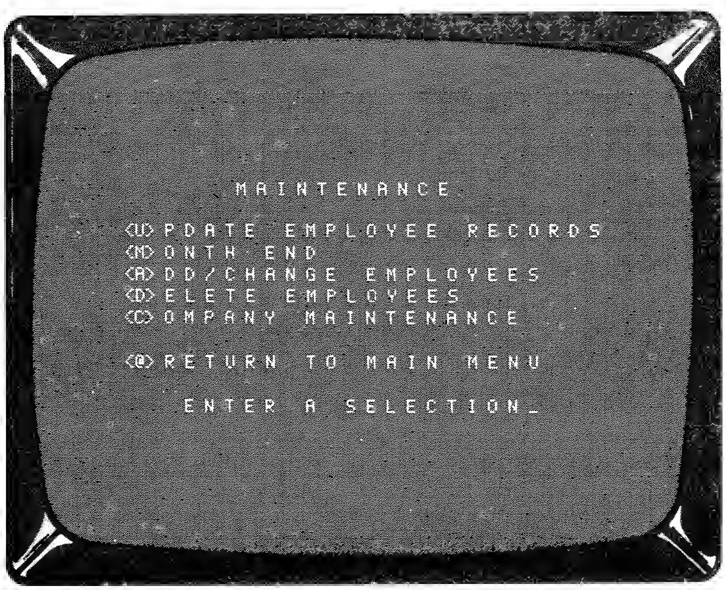
The Main Menu

The screen will show:



The Main Menu is like a "Table of Contents". As we go further along, you will see other "menus" which list all the available functions in each of the different sections. The first part of the setup procedure is considered Maintenance so press the $\boxed{M}$ key.

The screen will show:



Telling the Computer About Your Company

We are going to begin the Setup by entering your company information, so press [C] for Company Maintenance. *Notice the screen has added:

INSERT THE COMPANY MAINTENANCE DISKETTE

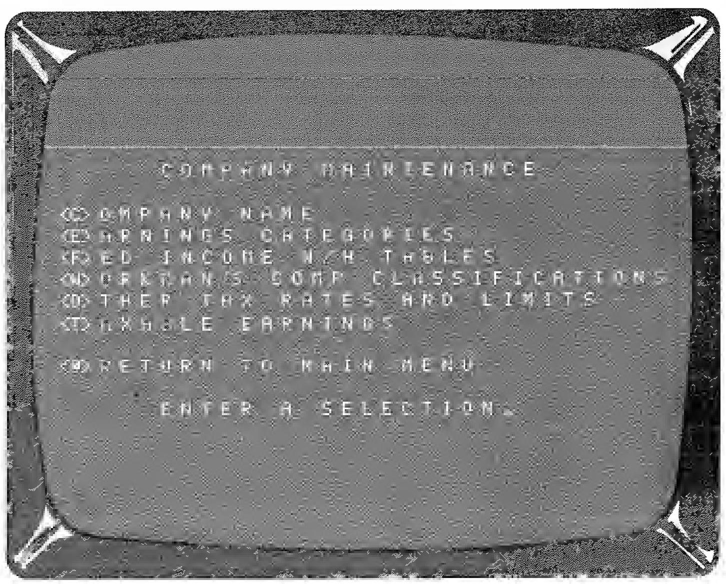
PRESS ENTER WHEN READY_

This is what you do:

1. Open the Drive Ø door and remove the Payroll Program diskette and replace it in its protective cover.
2. Insert the Payroll Maintenance diskette in Drive Ø and close the door.
3. Now you can press [ENTER].

Note: If you have three Disk Drives, you can use all three Drives and eliminate much of the switching back and forth between the Payroll Program diskette and the Maintenance diskette. Just leave the Maintenance diskette in Drive 2 at all times.

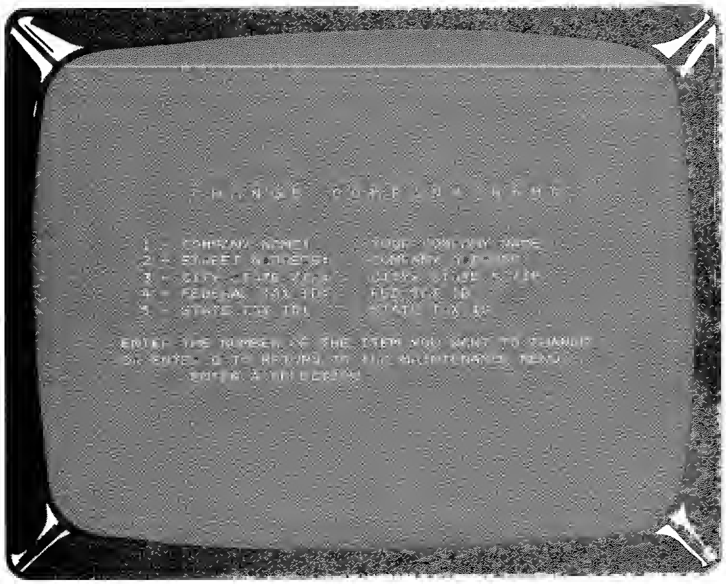
The screen will show:



The first thing we want to do is identify your company to the Disk Payroll System, so press [C] for Company Name.

***Note:** Model III Users will see the Company Maintenance screen next.

The screen will show:



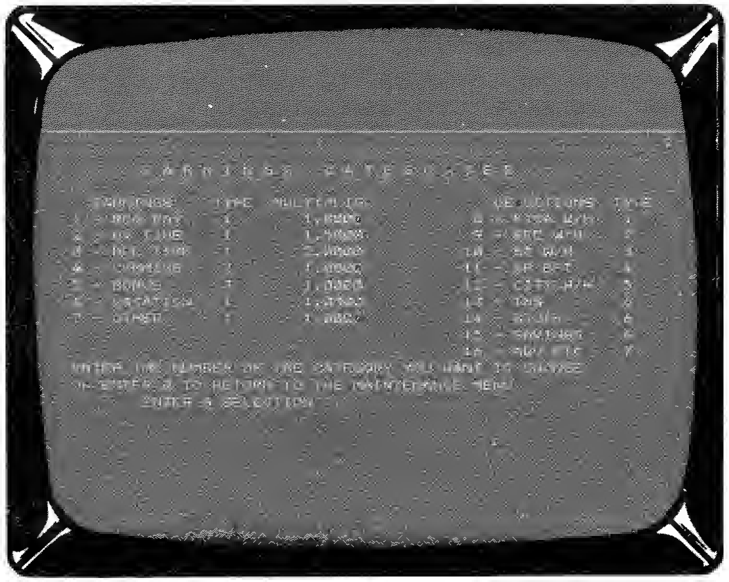
Entering Information About Your Company

To enter your company name, press 1. You can now type in your company name. The 30 small squares at the bottom of the screen tell you how many characters you may use (spaces count as characters).

When you have finished typing your company name, simply press ENTER. Now you can press 2 and type your street address. Don't forget to press ENTER afterwards. Do 3, 4 and 5 in the same manner. After you have finished typing the required information, press the @ key to return to the Company Maintenance Menu.

Earnings and Deductions Categories

You are now ready to work on the Earnings Category Definitions, so press [E] for Earnings Categories. The screen will show 16 Earnings and Deductions Categories.



We have tried to show most of the typical categories a company will use. You must delete any categories that do not apply to your particular company. You can then add any special categories that your company may require.

How to Delete Categories That Aren't Needed

1. To delete category 7, for example, type [7] and press [ENTER].

2. The screen will show:

3. Press [Ø] to delete the category. You'll notice the choices do not include a Ø. Ø is an invisible command. Deleting a category after the system is set up will affect all the pay records. It is safe to do it at this point, but we do not recommend it later.

Notice that category 7 has been deleted. It will not show up on the payroll checks. You must delete all the categories that you won't need.

Adding Categories You Need

1. To make category 7 "Sick Pay", type [7] and press [ENTER].
2. The program will ask for the Type of Earning Sick Pay is to be. If Sick Pay is paid on the same basis as normal wages (hourly wages for hourly employees and straight dollars for salaried employees), you would type a [1] .
3. Type the category name [S][I][C][K][ ][P][A][Y] and press [ENTER] .
4. If Sick Pay is paid at the normal rate, type [1] for the multiplier and press [ENTER] . A multiplier of 1.5 will pay time-and-a-half and a multiplier of 2 will pay double time.

Now go through the 16 Earnings and Deductions Categories. Delete any unnecessary categories, then add the categories which apply to your company.

When you are changing deduction categories, notice that you have 7 types of deductions. FICA and Federal Tax are required deductions for most companies. The third type will depend on your state's regulations.

The fourth type will be used if your state allows withholding for Supplemental Benefits such as Disability Insurance.

The fifth deduction will be used if your city has an Income Tax, or if your company has a deduction based on a rate and limit. Simply select Category 12, type in the new name and press [ENTER]. We'll enter the rate and limit later. (Type 5 can only be used once.)

The sixth type is for miscellaneous voluntary deductions such as Savings Programs, Insurance, Christmas Clubs, Advances, etc. The total of all voluntary deductions will be printed on checks and reports.

Deduction types in categories 8, 9, 1Ø, 11 and 16 can only be used as they are defined. If your company deducts only FICA and Federal Income taxes, you may use categories 1Ø through 16 as Voluntary deductions of any kind, under type 6. We will add the amounts later.

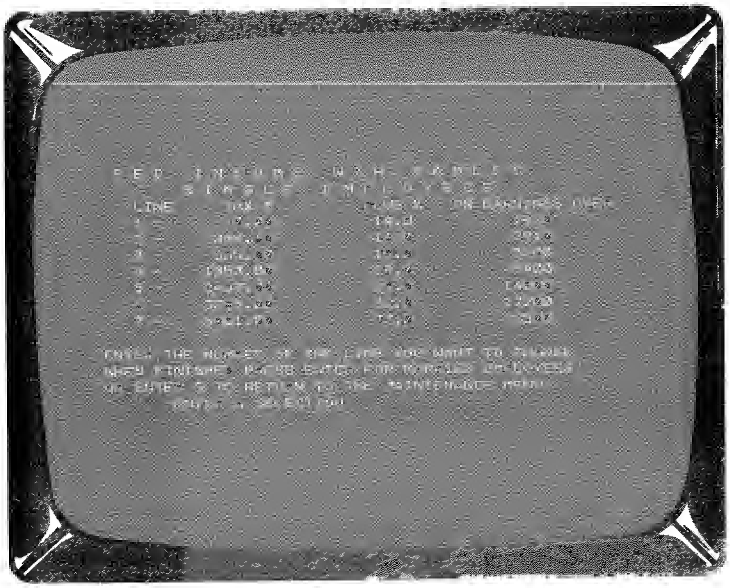
The final deduction type covers the Advance Payment of the Earned Income Credit. (It is not really a deduction nor is it an earning.) It will show up on the employee's records as a negative deduction. When checks are printed, it will be added to eligible employee's pay after other deductions are taken out.

After you have finished making your changes, press [@] to return to the Company Maintenance Menu.

Federal Income Tax Withholding Tables

Press [F].

The screen will show:



Press [ENTER] to see the Tax Table for married employees. When you need to change the Tax Tables, type the line number that needs changing. The tables shown are correct as of January 1982. To return to the Company Maintenance Menu, press [@] .

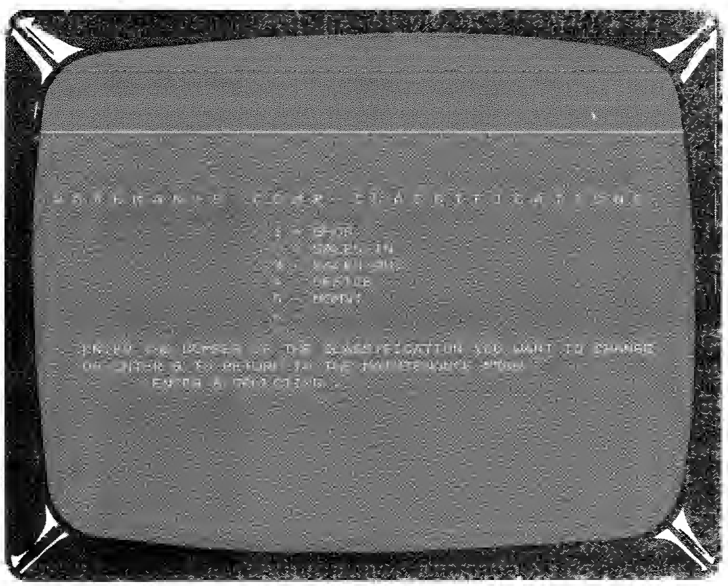
Workman's Compensation Benefits

Workman's Compensation is an insurance policy carried by employers to handle job related injuries or sickness for employees. Most states require that this coverage be carried, and is handled by insurance companies or the state.

The premiums which the employer pays are determined by one of two methods depending on the state or insurance company. In most cases, the premiums are based on earnings of employees according to the type of work they do. In some cases, the premiums are determined by the number of "units" worked by employees. A work unit is simply some measure of time worked (hour, day, week, etc.).

If your company has a Workman's Compensation classification, press W at the Company Maintenance Menu.

The screen will show:



Premiums Based on Wages

If your Workman's Compensation premiums are determined by earnings, you will need to use the following steps.

Simply enter the classifications which apply to your company, in the same manner as you did in Adding Earnings Categories. (Remember to press ENTER after you type in the name of the classification.)

The Payroll Journal report will summarize all hours, and wages by these categories. You can multiply the Subject Wages by your State's rate to compute the employer's contribution to Workman's Compensation.

After you finish, press @ to return to the Company Maintenance Menu.

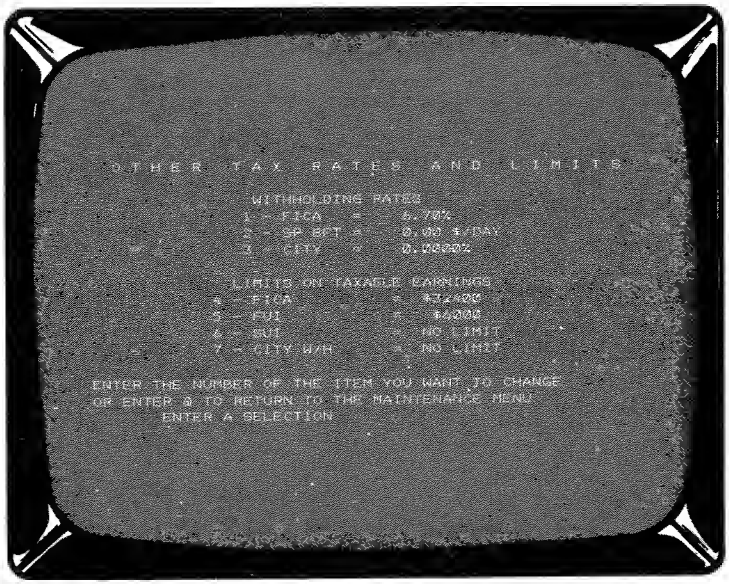
Supplemental Employee Benefits

In certain states, there are Supplemental Benefit programs which are in addition to Workman's Compensation (such as Disability, Pension etc.) If your state allows a deduction from employee pay for these programs, the deduction may be set in Other Rates and Limits.

Other Tax Rates and Limits

Press [O] for Other Tax Rates And Limits.

The screen will show:



Tax Rates and Limits are subject to change. Be sure to check with the proper authorities for correct amounts.

Items 1, 4 and 5 are current as of January 1982. Lines 2, 3, 6 and 7 will vary depending on your state and city requirements. If you do not desire to use a Supplemental Benefits deduction for your employees, go to Page 13.

Deducting Supplemental Benefits From Employees' Wages

To deduct Supplemental Benefits from the employees' wages, press [2]. The first part of this two part entry is called the rate. The rate is the dollar amount that is withheld from an employee for each hour, day or week worked.

The second part lets you define the basis as being hours, days or weeks. If, for example, your company deducts $1.ØØ per day for Supplemental Benefits, you would enter [1][.][Ø][Ø] as the rate and [D][A][Y] as the basis.

Later, while you're actually doing payroll checks, you will enter the number of units (days, or whatever basis you have chosen) for the pay period.

Suppose most of your employees work a normal five day week. You would enter a [5] as the number of units. The program would come to this section, find the $1.ØØ (you entered as the rate per day), and multiply it by 5 to get the required deduction.

Premiums Based on Units Worked

If your Workman's Compensation premium is determined by the number of "work units," the unit basis (day, week, etc.) is entered in this section in the second part of line 2.

City Income Tax

Cities in some states may now levy an income tax. If your city has an income tax, select line 3 to enter the tax rate.

If your city does not have an income tax you may use this space for the rate and limit of another deduction. Remember you entered the name of the deduction when you defined Deduction categories.

The program will ask you to enter the tax rate. In the seven spaces you can enter up to six digits and a decimal. The program will figure the taxes to the fourth decimal place. Only two numbers to the right of the decimal will show up in printed reports. Be sure to press [ENTER].

The program will ask if your taxes are figured as a Percentage of the Federal Income Tax withheld or as a Direct percentage of gross earnings. Press [P] or [D].

Like most taxes, there is a limit on the earnings that are taxable. For category 7, enter the limit in whole dollars.

State Unemployment Tax

Some states require the employer to pay a State Unemployment Tax (SUI). The state will usually have a limit on the maximum earnings that are taxable. If your state has this requirement, simply enter the state limit on Taxable Earnings by selecting the appropriate line, and entering the amount.

Note: The maximum limit you may enter is 32ØØØ. If there are no upper tax limits in lines 4 through 7, type [-][1] and press [ENTER]. The screen will show no limits.

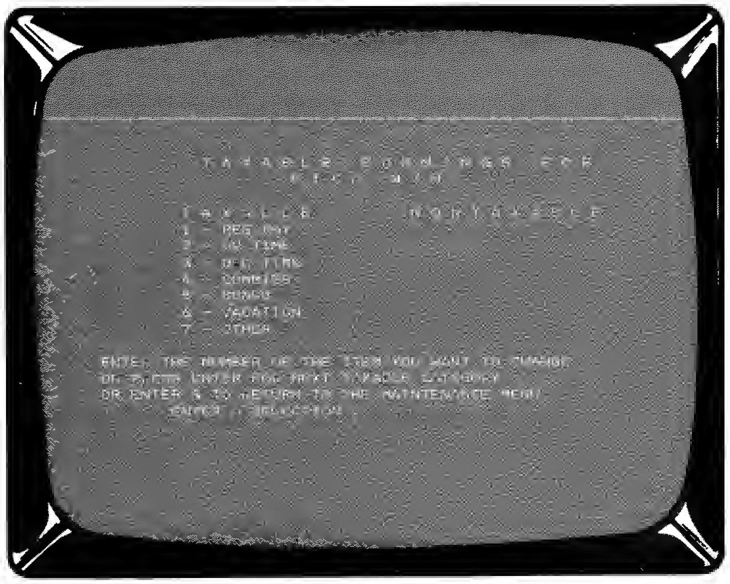
Type [@] to return to the Company Maintenance Menu.

Taxable Earnings

The last section in the Company Maintenance Menu is Taxable Earnings. Press [T].

There are eight Taxable Earnings Tables that must be checked to insure correctness.

The screen will show:



When you first use the Disk Payroll System, all earnings categories are set up as taxable. Some companies have commissions classified as non-taxable, since many salesmen will pay their own taxes on the commissions. Another example would be tips, which are usually considered as non-taxable for Company FICA.

Suppose your company does not deduct taxes on commission. Press [4], and look at the screen. Commission has been moved to the non-taxable column. Press [4] again. Commission has been moved back to the taxable column.

Eight Taxable Earnings Tables

After you have inspected the first table, press [ENTER] to bring up the second table. Make any necessary changes, and press [ENTER] to bring up the next table. Continue this process for all eight tables.

The Eight Tables Shown are:

1. FICA W/H: Earnings on which the employee pays Social Security Tax.
2. FED W/H: Earnings on which the employee pays Federal Income Tax.
3. STATE W/H: Earnings on which the employee pays State Income Tax.
4. CITY W/H: Earnings on which the employee pays City Income Tax.
5. CO FICA: Earnings on which the company pays Social Security Tax.
6. FUI: Earnings on which the company pays Federal Unemployment Insurance.
7. SUI: Earnings on which the company pays State Unemployment Insurance.
8. W/COMP: Earnings on which the company pays Workman's Compensation Premiums.

For most companies, all earnings are taxable. If you need to make necessary changes to the taxable earnings, this is where to do it.

You can now press @ to return to the Company Maintenance Menu and since we are finished with this section, press @ again to return to the Maintenance Menu.

The program will ask you to re-insert the Payroll Program diskette. Remove the Maintenance diskette from Drive Ø, and replace it in its protective sleeve. Insert the Payroll Program diskette in Drive Ø, and close the door. Press ENTER.

The next section is long and repetitious, so now would be a good time to take a break. When you return, you'll enter all the information about every company employee.

Setting Up Your Employee Records

Press [A] for the Add/Change Employee section. Since we want to Add Employees, press [A] again.

When you add a new employee, the computer automatically assigns an identification number to the employee record. In this way, the computer can keep track of each employee.

This is the information needed for each employee.

How You Type the Name is Important

NAME: Up to 3Ø characters may be used. You must enter the name in exactly this manner: LAST NAME, FIRST NAME MIDDLE NAME.

Some examples:

Jones, Mary

Smith, Mary Ann

Thompson, James Franklin

White, Thomas Livingston

Brown Jr., William H.

You must have a comma after the last name, and a space after the comma. Internal reports (such as the Payroll Journal) will be alphabetized by last name, but the paychecks and W-2 Forms will print first name first. Press [ENTER].

STREET: Up to 3Ø characters may be used for the employee's street address. Don't forget to press [ENTER].

CITY, ST ZIP: Up to 3Ø characters for city, state and zip code. (Add a comma after the city.)

SOC SEC: Type 11 characters for Social Security number. For example: 111-22-3333.

HR/SAL: Is the employee paid on an Hourly basis or Salaried basis? You must type an [H] or an [S].

FED M/S: Marital status for Federal Income Tax withholding calculations. Married, Single — you must type [M] or [S].

FED EXEMPT: Exemptions for Federal Income Tax withholding calculations in dollars per year. (The current exemption is $1ØØØ.ØØ multiplied by the number of claimed exemptions.) For example: if an employee claims three exemptions on the W-4 Form, you would enter [3][Ø][Ø][Ø].

ST TABLE: One letter state table code under which state income taxes are withheld (e.g. S for Single). Refer to your Individual State Table in Appendix 3 for your correct code. If your state does not have an income tax, press ENTER for this and the next two questions.

ST EXEMPT: Exemptions for state income tax withholding calculations in dollars per year. Refer to your state tax table in Appendix 3 for the correct deductions. Multiply these deduction figures by the number of claimed dependents to get the total exemption. (Press ENTER if not required.)

ST CREDIT: State tax credit, in dollars. This is used in very few states. See Appendix 3. (Press ENTER if not required.)

PRD/YR: 2 digits to indicate the number of pay periods per year. (52 = weekly, 26 = biweekly, 24 = semimonthly, 12 = monthly)

COMP CLASS: The code number of the Workman's Compensation classification to which this employee is assigned. If Workman's Compensation does not apply to your company, press ENTER .

ANNIV DT: Up to 8 characters for anniversary date, the date employment began. For example: Ø1/Ø5/75 for January 5, 1975.

BASE RATE: Base pay rate. $/HR for hourly employees, or Dollars per pay period for salaried. Base rate may have 6 significant digits.

CT W/H (Y/N): Does your city have an income tax? You must press Y or N.

CT EXEMPT: Exemption for city income tax withholding calculations. Refer to your city tax regulations for the correct exemption limits. (Press ENTER if there is no exemption.)

ADV EIC: Earned Income Credit in dollars. Payment must be requested and the employee must qualify. ADV EIC may have 6 digits. If the employee is not eligible, press ENTER.

After you have answered the last question, the program will assign an identification number to the employee, and display the employee's number on the screen. To add the next employee, simply press ENTER.

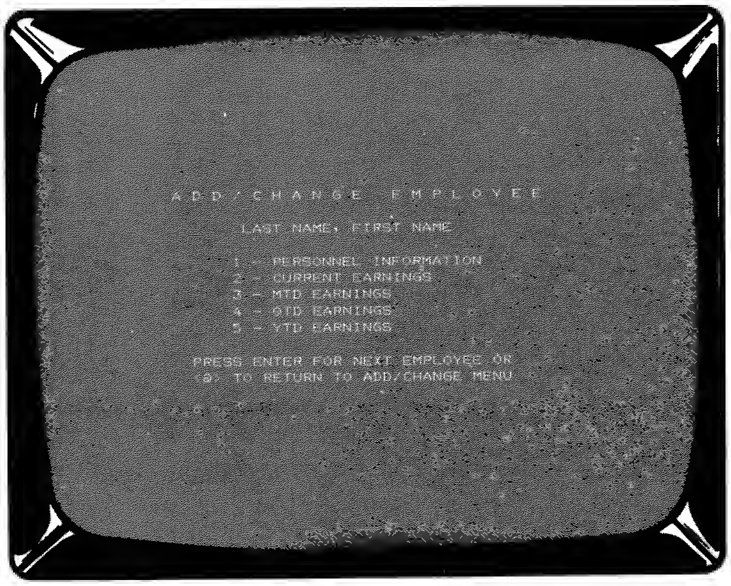
Continue in this manner until you have entered all the employees in your company. If you make an error, don't worry about it for now. Just make a note of the employee number so you can correct it after you enter the rest of the employees. Don't forget to include employees that have been terminated within this calendar year. The Disk Payroll System will need this information at the end of the year to print W-2 Forms.

When all the employees have been entered, press the @ key. Note that you are back at the Add/Change Menu.

Correcting Employee Information Errors

If you made any errors while entering the employee data, now is the time to make corrections. Press [C] for Change Employee. The program will ask for the employee number. Type in the number of the employee that requires the corrections, and press [ENTER] .

The screen will show:



You now have five kinds of changes you may make about employee information. The information you just entered is stored in the Personnel Information section, so press [1] .

The screen will show all 21 categories of information and ask you to select the category you wish to change. Type in the desired category number, and press [ENTER] , make your change and press [ENTER] again. The screen now shows the correction, and asks for any others. When you're finished, press [@] to go back one menu. Press [ENTER] to go to the next employee.

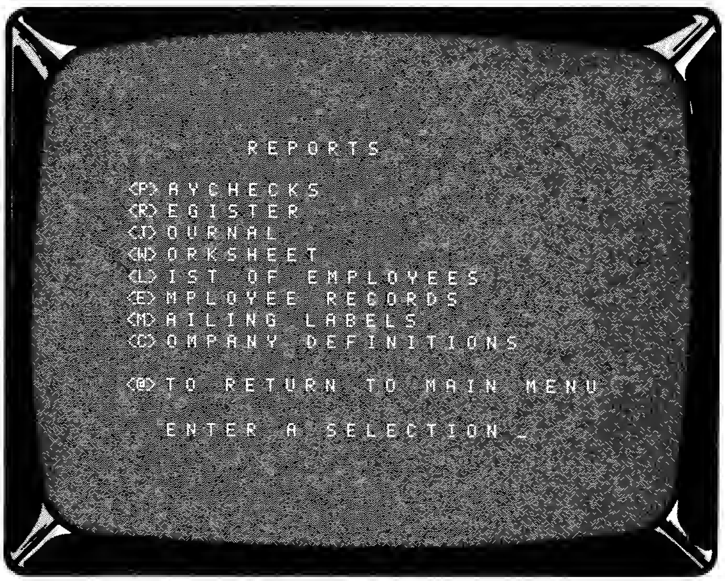
When you make changes, always start with the lowest employee number you wish to change, and work your way toward the last employee number. When you reach the last employee and try to continue, the screen above will again be shown with the last employee's name. You have reached the end of the employee list.

Since you've now entered all the employees, and made any necessary corrections, you can now leave this section by pressing the [@] key at the Add/Change Menu. The program will automatically sort the employees into alphabetical order. After the sort, the program will return to the Maintenance Menu.

A List of All Employees

Now is an excellent time to get a listing of all the employees in the company for future references, so press @ to return to the Main Menu. Now press R for the Reports Menu.

The screen will show:



We want a list of all employees so press L for List, and then press B for Both Active and Terminated Employees. The program will ask for a report date. Type in today's date and press ENTER. When the listing is complete, the program will return to the Reports Menu.

Employee Records

Press E to print the Employee Records. After you enter the date, you will be given two choices. Type A and press ENTER if you want All your employees' records. This report contains all the information in each employee's record. When the report is complete you will be returned to the Reports Menu.

If you want the record of a selected employee, type in the employee number and press ENTER. This report contains all the information in the employee's record. When the report is complete, you will be asked to enter another employee number. Enter the number you want, or press @ to return to the Reports Menu.

Company Definitions

While we are in the Reports section, make a list of Company Definitions, so you can check for any errors. Press C to generate a list of Company Definitions.

The computer will ask for a date to appear on the report. Type in today's date and press ENTER. After the report is finished, you will be back at the Reports Menu.

Getting a Payroll Worksheet

You can now obtain a Worksheet for your upcoming payroll by pressing W. Enter the date as you have done above. This function provides a worksheet containing spaces for the information you will have to enter into the computer when doing payroll. After the worksheet is printed the program will return to the Reports Menu.

Press @ to return to the Main Menu.

Armed with our employee List, Employee Records and Company Definitions Printout, we can now add the totals from the old payroll system to the new Disk Payroll System. This is another section that will go faster with two people.

Transferring Old Payroll Data to the New System

There are several ways to transfer your old payroll data onto your new Disk Payroll System. The easiest way would be to simply enter the year-to-date totals in each of the employee's Earnings and Deductions Categories. However, if your company keeps records of month-to-date or quarter-to-date totals, you can also enter these options.

If you have all the information concerning your employees' earnings for the year, let's start the process by pressing M for the Maintenance Menu then A for Add/Change Employees. Now press C. When the screen asks for the employee number, type 1 and press ENTER.

Press 5 to enter the year-to-date totals. The screen will display the 16 Earnings and Deductions Categories, as well as three other lines of information: Net Pay, Workman's Compensation Units (units previously defined for premiums or supplemental benefits) and Number of Weeks Worked. Enter the appropriate amounts for each of the categories for the first employee. When you have finished, everything should balance, and the error message (under category 16) should read Ø.Ø.Ø.

The error message will let you know if your earnings (less deductions) equal the net pay. If the figures do not balance, the error message will show you the amount of the imbalance.

When you finish with the year-to-date totals, press @ to go back one menu. Repeat the above process if you wish to enter month and quarter-to-date totals. When you finish with employee number 1 press ENTER to go on to the next employee, and repeat the process for each employee.

After you have typed in the information for the last employee, press @ to return to Add/Change Employee Menu. Press the @ key again to return to the Maintenance Menu.

Note: Current Earnings will automatically be entered when you process your payroll.

Getting a Printout of Your Payroll Data

If you want a printout of your month, quarter, or year-to-date totals refer to Employee Records and Printing Payroll Journals.

The Basis of Your Employee Records

If you want to keep a running total of your payroll records by the month and quarter, you must enter the current quarter under Quarter-to-Date. The current month would then be entered under Month-to-Date and the total pay periods for the year under Year-to-Date.

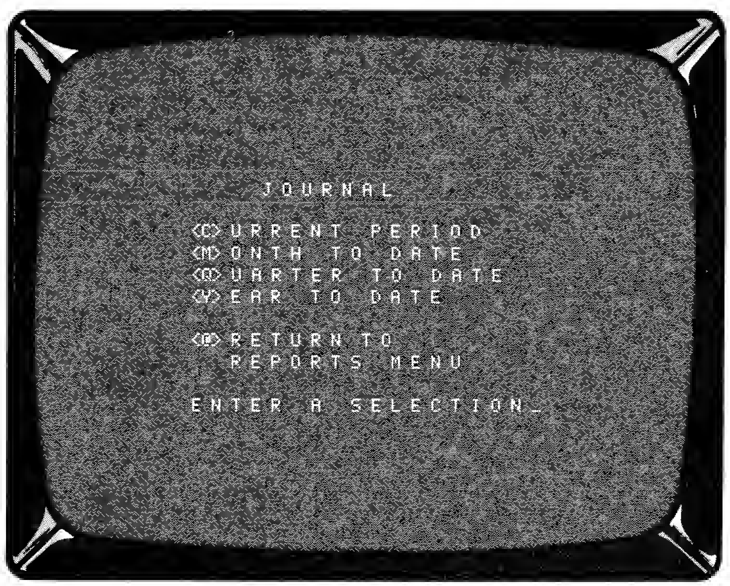
Any Current Earnings will be entered later when we Post Earnings.

When you have finished typing in all the information, return to the Maintenance Menu.

Printing Payroll Journals for the Period Just Entered

If you do enter previous employee pay periods, make sure you print the Payroll Journal for all appropriate periods (month, quarter and year). To do this, press [@] at the Maintenance Menu. The Journal is located in the Reports section, so at the Main Menu, press [R]. At the Reports Menu, press [J] for Journal.

The screen will show:



You will have to print a Journal for each period you included in the last section.

A Journal is simply a printout of your payroll records and should be filed as a ready reference of each period. Five parts comprise the Journal.

The first part is an itemized list of all employee earnings and deductions for the period requested. The list includes both gross and net earnings as well as employee and company withholding figures. This list may be a list of checks just written or the total earnings over a quarterly or yearly period.

The "Recap" breaks the total dollars paid by the company into Earnings and Deductions categories. The deductions are then subtracted from the earnings and their total (plus ADV EIC) will give the total net paid during the requested period.

The "Federal Withholding and FICA Summary" gives the total withholding for the period.

The fourth part is the "Unemployment Tax Basis" which shows the total wages paid compared to the total in taxable earnings under federal and state tax structures. In most cases these figures will be the same unless, for example, your company pays non-taxable commission. In this case, the "Taxable" figures would be less than the figures under "Subject Wages".

The last part of the Journal lists the total wages subject to premiums in each Workman's Compensation category along with the total units worked in each category.

Later, when you "Run" Payroll, you will print a Journal each time you write checks. Now, press Y for Year-to-date. (This is a good time to take a break, since the Journal takes a while to prepare.) If you included periods other than year-to-date, type J at the Reports Menu and select other desired Journals. Press @ when you're finished to go to the Main Menu.

State Taxes

The next section deals with state taxes. Presently some states do not have a state tax. These states are:

Connecticut Florida Nevada New Hampshire South Dakota
Tennessee Texas Washington Wyoming

If your state does not have a state tax, you are finished with the Setup. You can skip the rest of this and go to Page 26.

If you do have a state tax, go to Appendix 3 to find your state tax table. Remove it from the binder and follow these directions exactly.

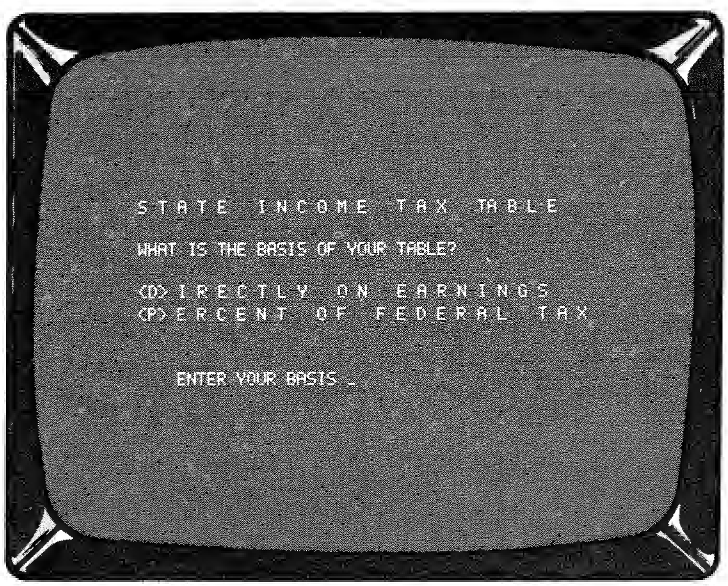
Note: Due to the number of ways state tax laws are changed by state legislatures every year, check your state laws before entering these tables.

Go to the Main Menu and press the [@] key to exit.

Remove the Payroll Program diskette from Drive Ø and insert the Maintenance diskette.

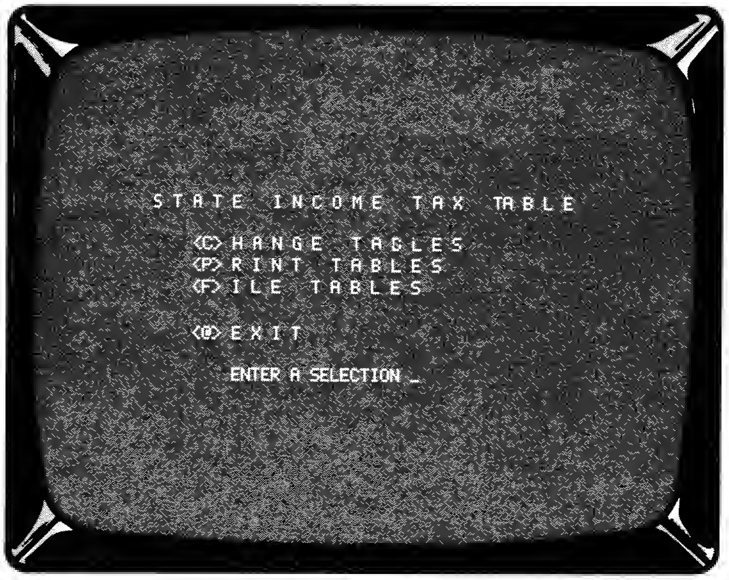
The screen will show:	You type:
READY >_	[R][U][N]["][S][T][A][T][E][T][A][X]["] and press [ENTER]

The screen will show:



Look at the tables for your state from the Appendix, and answer each question with the answer that we show you on your state tax tables.

When you have finished answering all the questions, the screen will show:



Now is a good time to print the Tax Tables so you have a copy for your files. Check the printed tables very carefully against the tables that appear at the bottom of your State Tax Appendix. If you find that you made an error, you must re-enter the entire tax table again.

When you are satisfied that the tax tables are correct, store the tables using the File Tables function. The computer will create a program file of your state calculations under the name MYSTATE.

After you finish the File Tables section, press @, and we can finish the State Tax section in just a few minutes.

The screen will show:	You type:
READY >_	LOAD"TABLEIN" and press ENTER
READY >_	MERGE"MYSTATE" and press ENTER

Wait until the red light on the Disk Drive goes off. Remove the Maintenance diskette from Drive Ø, and place it in its protective sleeve. Insert the Payroll Program diskette in Drive Ø and close the door.

The screen will show:	You type:
READY >_	SAVE"PR4INPUT" and press ENTER

Protecting All the Work You've Just Done

Since you spent several hours entering all the employee information and the state tax information, now would be a good time to make a Backup of your work. Go to Appendix 1 for detailed instructions.

The Disk Payroll System is now set up. If you won't be running your payroll for a few days, then remove the diskettes and turn off the system. When you're ready to run the payroll, start on Page 27.

Note: Wait for the red light on the disk drive to go off. You can now cover the notch on the Payroll Program diskette and the Maintenance diskette with a write protect tab.

Preparing Your Payroll

This is how you process your payroll:

1. Turn on the system.

2. Insert the Backup copy of the Payroll Program diskette in Drive Ø and close the door. Make sure that the Payroll Program diskette and the Maintenance diskette have write protect tabs covering the notches. (Model III Users have only a Program diskette.)

3. Insert the Backup copy of the Data diskette in Drive 1 and close the door. (The Data diskette cannot have a write protect tab covering the notch.)

4. Press the Reset button on your computer.

The screen will show:	You type:
DOS READY (Model I) or	
TRSDOS Ready (Model III)	BASIC and press ENTER
HOW MANY FILES?	Press ENTER
MEMORY SIZE?	Press ENTER
READY >_	RUN"PAYROLL" and press ENTER

Check Your Status

At the Main Menu, press S for a quick review of the Data diskette in Drive 1. If the correct Data diskette is in Drive 1, you will see your company name and the correct number of employees. Press @ to return to the Main Menu.

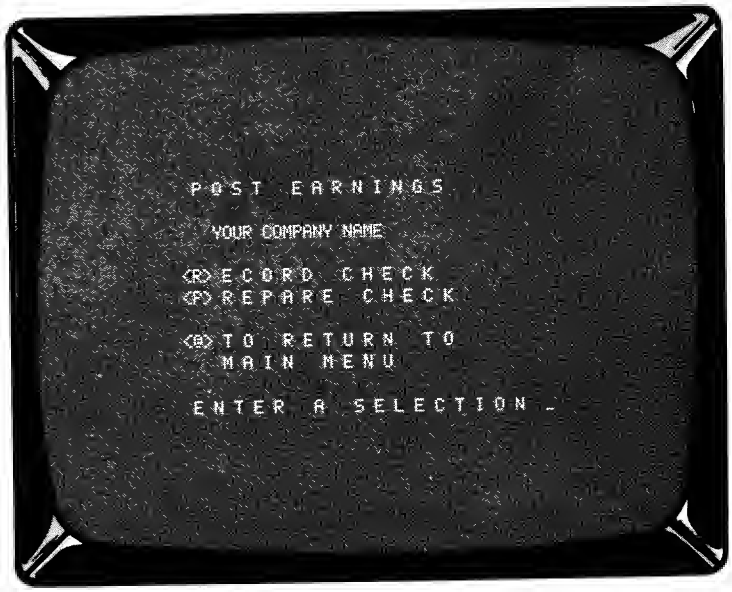
Is it the Start of a New Period?

If it is the start of a month, quarter or year, make sure you have ended the previous period using the "Month End" function in the Maintenance Menu. (If you haven't, do it now.)

Preparing Payroll

Press [P] for Post Earnings.

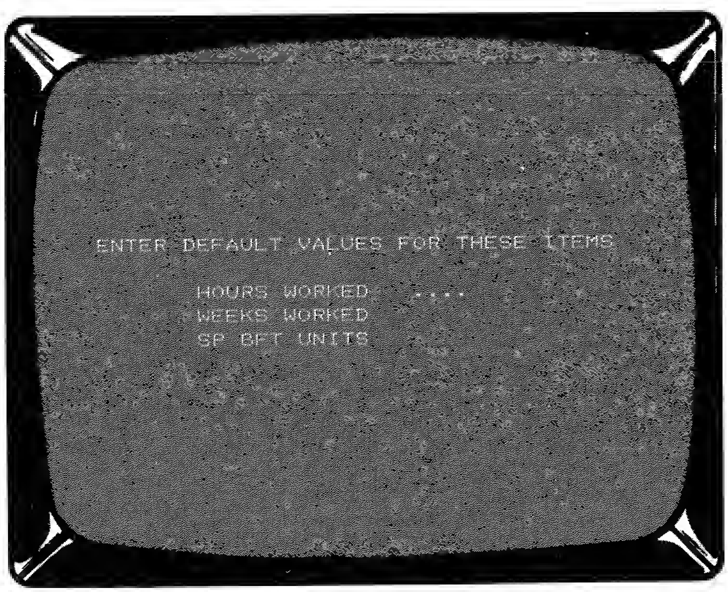
The screen will show:



Prepare Checks

Before you can print paychecks, you must tell the computer how many hours each employee worked during the pay period. The TRS-80 will automatically figure out the correct deductions and payment, but you must enter any special considerations. You want to Prepare Checks, so press [P].

The screen will show:



Default Amounts

The program is asking for some default numbers. (A default number is one used for what is considered a "normal" work period.) With these numbers the program will keep track of the total units worked by each employee.

The first line asks you to enter the normal number of hours most employees worked. For most weekly payrolls, this would be 4Ø hours. Salaried employees are usually paid by the week, so for the WEEKS WORKED question, you would type [1] and press [ENTER]. If your company pays every two weeks, your answers for the first two questions would probably be [8][Ø] hours and [2] weeks.

The last question concerns Workman's Compensation or Supplemental Benefits Units (discussed in the Setup section). If the basis you decided on was "Days", you would enter [5] as the number of units. (Unit = Day, 5 times Unit = One Week, i.e., 5 units.)

The Computer Calculates the Wages and Deductions

Now you can start checking the information about each employee. Press [ENTER] and the screen will show the first employee (alphabetically) on your worksheet.

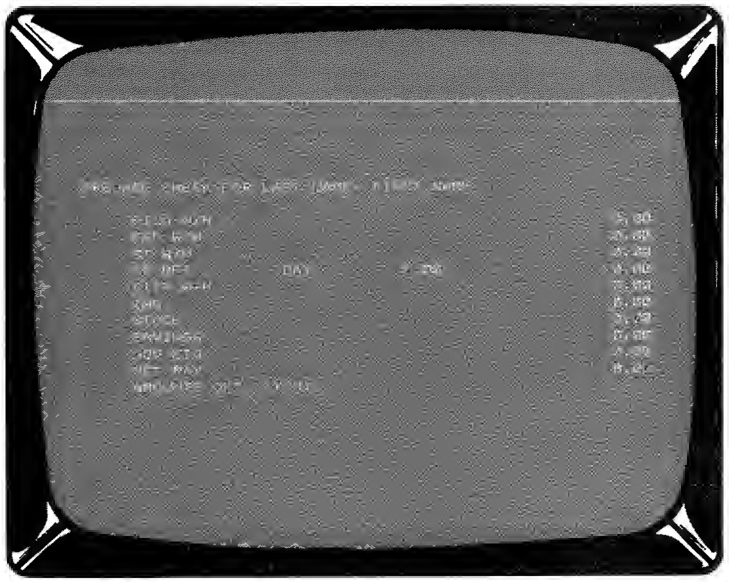
The screen will show the employee's name, Social Security number and each of the earnings categories. Look at each category. Is it correct? Did the employee work a full week? Was there any overtime? Was the employee sick during the week? Any bonus or vacation pay this week? The computer assumes the values that are shown should be used, unless instructed otherwise.

Notice that the program has already figured out the hours and wage rate for the employee, if the employee is on an hourly basis. If the employee is salaried, the computer shows the salary in the dollars column. If everything is correct, just press [Y].

Changing the Computer's Calculations

If the employee figures need to be changed, press [N]. The program will step through the pay categories, one at a time. If the item is correct, press [ENTER] (to keep it as is) and go to the next item. When you come to the item you want to change, simply type in the correct number, and press [ENTER]. After you make the changes, continue to press [ENTER] until you're back down to the AMOUNTS OK? (Y/N) question. Now you can press [Y].

The screen will show:



You'll note that the TRS-80 has automatically calculated all the necessary deductions, based on the information you supplied in the Setup procedures. Go through this section in the same manner as above. If all the figures are correct, simply press Y. If there is a special deduction, you will have to tell the computer how much to deduct (just as you did in the previous section).

You can now go through all the employees on your worksheet and prepare the check information for them in the same manner.

After you have entered the last employee, press @ to exit this function and return to the Post Earnings Menu. Now press @ to return to the Main Menu.

Note: An employee can only be paid ONCE for each pay period.

Print a Current Period Journal

Press R for Reports, and print the Journal for the current time period. If any amounts are incorrect, return to the Post Earnings section, and this time use the employee number to get to the right spot. Re-enter the correct amounts for the incorrect entries. The new entries will replace the previous entries. You don't need to change all the entries, just the wrong ones.

If you have any special checks to process, you can process them as another payroll. Remember, you can only pay an employee once each pay period, so think ahead. Whenever possible include any special payments in the employee's regular payroll check.

Printing Paychecks

Return to the Reports Menu and press [P].

The screen will show:

```
                              PAYCHECKS
ENTER:                 CHECK DATE (MM/DD/YY)
```

What Payroll is This?

Answer the questions on the screen:

CHECK DATE: The date you want on the check. You can use up to 8 characters for the date. For consistency we recommend you stay with MM/DD/YY. For example: Ø6/17/81 (You can also use 6/17/81, or JN 17 81, or 6-17-81, or any combination that doesn't exceed 8 characters.)

PAYPERIOD ENDING DATE: Up to 8 characters for this date. (As above)

PRINT COMPANY NAME (Y/N): If you had your checks imprinted with your company name, you would press [N]. If you want the computer to print the name of your company on the checks, press [Y].

PRINT CHECK NUMBER (Y/N): If you had the check numbers pre-printed on the checks, press [N]. If the checks are blank, press [Y] and the computer will print the numbers for you.

Loading the Checks Into the Printer

Remove the paper from the printer and insert the blank checks, aligning the first check by eye as accurately as possible. (If this is the first time you've loaded the printer, check the Line Printer Instruction Manual for directions.)

Aligning the Checks in the Printer

ALIGNMENT MASK (Y/N): This is a test pattern to help you line up the checks in the printer so the numbers will fall into the right spaces on the checks. The Alignment Mask is shown in Appendix 4 in the back of the manual. This is how you align checks:

1. Look at the Earnings box in the upper left-hand corner of the check stub. If the checks are aligned correctly, the Mask will print seven rows of 32 asterisks each (count them) in the box, just clearing the right side of the box. Horizontally, place the last row about one-eighth of an inch above the bottom border.

2. If the Mask doesn't fit properly, adjust the paper to make horizontal corrections. For vertical adjustments, move the paper up or down to the correct position. You may run the Alignment Mask as many times as necessary until you achieve the correct alignment.

3. When the alignment is correct, press [N].

Note: Be sure the blank checks move freely in the printer. If the printer has to "pull" them into place, you might rip the checks, or get poor alignment registration.

LAST CHECK WRITTEN: The computer will show the last check number that was used. This will be the number of the check used for the Control Totals last pay period.

NEXT CHECK NUMBER: The program will not proceed until you enter a check number from 1 to 32,767. This is the range of check numbers the computer can handle. Normally, the next check number would be one digit higher than the last check number used. Type in the appropriate check number and press [ENTER].

If you are going to print checks for an upcoming payroll, and you find that your check numbers are getting close to number 32,767 than simply enter [1] as the NEXT CHECK NUMBER.

Checks for Everyone, or Just a Few People

If you type [A] and press [ENTER], the computer will print checks for All the employees that you entered under the Post Earnings section. You may also type the employee's number, and press [ENTER] to print just one employee check.

Note: When you request a single check (by giving an employee number), you can't use the "A" (All Option) in the same session.

Control Totals

After printing all checks, the computer will void one additional check and print Control Totals. If checks have been printed individually, you must press the [@] key to get Control Totals. These totals should be verified with the Check Register and the Payroll Journal.

There are times when you might need to print checks over again, because of check misalignment, damage or other problems. The same check can be printed as many times as necessary. Be sure to keep a good audit trail of all checks which have been destroyed, as well as those checks which have been used.

After the Control Totals are printed, you will be returned to the Reports Menu so you can print a Check Register and a Payroll Journal.

Printing a Check Register and Payroll Journal

Remove the checks from the printer and replace them with the paper you use for reports. When you're finished, press [R] to print a Check Register, which is a list of all the checks you have just written.

The Check Register will ask for the Report Date, and you can enter today's date. The line is long enough to include a description such as PAYROLL FOR MM/DD/YY. (You can even spell out the date as well.) Example: PAYROLL FOR SEPTEMBER 3Ø, 198Ø. After the program has sorted the employees and printed the report, you will return to the Reports Menu.

Press [J] at the Reports Menu, for the Journal section. You remember that the Journal is a report that itemizes all earnings and deductions for a given period. Press [C] to print the Current Period, and enter the report date. After the Current Period Payroll Journal has been printed, you will be returned to the Reports Menu.

Printing a Worksheet for the Next Payroll

Press W to print a Worksheet for the next pay period. You can use the figures from this pay period for most of the earning and deduction categories in the next pay period. After the Worksheet is printed, you will be returned to the Reports Menu. Press @ to exit to the Main Menu.

Updating Employee Records

After you have cross-checked the reports totals, press M for Maintenance, and then press U to Update Employee Records.

This operation closes the Current pay period, and updates the month-to-date, quarter-to-date, and year-to-date records.

You cannot reprint any Current period reports after this operation. Make certain you have printed a Journal and a Register before you update the records.

After the program has sorted the employees and updated the pay records, you will be returned to the Maintenance Menu.

Make Copies of Your Diskettes

After you finish, you should make a Backup copy of your diskette to insure the safety of your pay records. The very last step is to put your new Backup in a safe place. Don't forget. It contains vital pay records. Follow the Backup procedures in Appendix 1.

Ending a Month, Quarter or Year

The procedures for ending a Month, Quarter or Year are all identical. The only difference is the length of the period to be ended.

This is how you end a period:

1. At the Main Menu, select the Reports Function.
2. At the Reports Menu, select the Journal function.
3. At the Journal Menu, print a Journal for the Period you are about to end. (If in doubt, print all the Journals.)
4. When you return to the Reports Menu, press @ to return to the Main Menu.
5. At the Main Menu, press M for Maintenance.
6. At the Maintenance Menu, select the "Month End" function.
7. The end of month function gives you the option of ending the Month, Quarter or Year. Type M , Q or Y for the desired period, and press ENTER.

This prevents the last period information from mixing in with the information for the new pay period.

The computer will automatically erase the following pay information for the period indicated:

1. Amounts in all earning and deduction categories (except voluntary deductions).
2. Net pay.
3. Number of weeks worked.
4. Workman's Compensation units.

The pay information is erased according to these rules.

1. End of month erases monthly information only.
2. End of quarter erases monthly and quarterly information.
3. End of year erases monthly, quarterly and yearly information.

Note: This function erases pay information, so that each new period starts fresh. It doesn't update your records. It just removes the information from the current period so the earnings appear correctly on the checks.

Since this function erases without doing any updating, it may be run more than once without harm. If it is not run, the new period will accumulate with the old one.

Do not close a year before printing W-2 forms for all employees.

When an Employee Leaves

"Terminating" an employee is quite different from "Deleting" an employee. If an employee is fired, or quits, or is no longer working at your company (for any reason), the employee should be "terminated". The employee must remain on the payroll until the end of the year, so that a W-2 form may be printed at the end of the year.

When an employee is "deleted" from the Payroll, all references to the deleted employee are completely removed from the Disk Payroll System. It is as if the employee never existed, as far as the Payroll system is concerned.

How to Terminate an Employee

This is how you "terminate" an employee:

1. At the Main Menu, select the Maintenance function.
2. At the Maintenance Menu, select Add/Change Employee.
3. At the Add/Change Menu, select Change Employee.
4. Enter the employee number to be terminated.
5. Select Personnel Information.
6. Select item number 17.
7. Enter the termination date.

Rehiring a Terminated Employee

Any time you enter a termination date for an employee, that employee will be terminated (as of that date), as far as the Payroll system is concerned. The Payroll system knows the employee exists — it just ignores the employee until W-2 time comes around.

If a terminated employee is rehired, you can use the "Personnel" data you already have stored. Simply type ØØ/ØØ/ØØ as the Termination Date, and the employee is rehired.

When to Delete Terminated Employees

The employee has now been "terminated" but not "deleted" from your employment records. Since you must prepare a W-2 form for every employee who has worked for the company, the simplest solution is to carry the employee's records in the computer until the end of the year.

Deleting Employees Before the End of the Year

You will normally "delete" terminated employees at the end of each year, after W-2 forms have been created. If you have many terminated employees, you may have to delete them at mid year to allow room for the new employees. If you find this necessary, make sure you have a copy of the terminated employee records, either on a report, or on an extra copy of the Data diskette.

Make Two Sets of Employee Record Diskettes

It is a good idea to make two copies (Backup) of the Data diskette. Delete all the terminated employees from one copy, and all the active employees from the other copy. This leaves you with two good records containing no duplicates.

Note: When you delete an employee, that employee number is left open to be assigned to the next employee added.

How to Delete Employees

1. At the Main Menu, select Maintenance.

2. At the Maintenance Menu, select Delete Employees.

The screen will show:

Do you want to delete the Terminated employees, or the Active employees? Press [T] or [A]. (Any employee that has a valid date typed in his Personnel Information after the words TERMINATION DATE is considered a terminated employee.)

After the "Delete" operation is completed, you will be returned to the Maintenance Menu.

Preparing W-2 Forms at the End of the Year

The W-2 form is regularly subjected to changing tax regulations. Your Disk Payroll System has a built-in program designed to print all necessary tax information using the current IRS W-2 format.

Where to Get W-2 Forms for Your Printer

Standard W-2 forms (that can be used with your Printer) are available from most business form suppliers. Check the Yellow Pages under "Business Forms".

How to Print W-2 Forms

To print W-2 forms, use the following procedure:

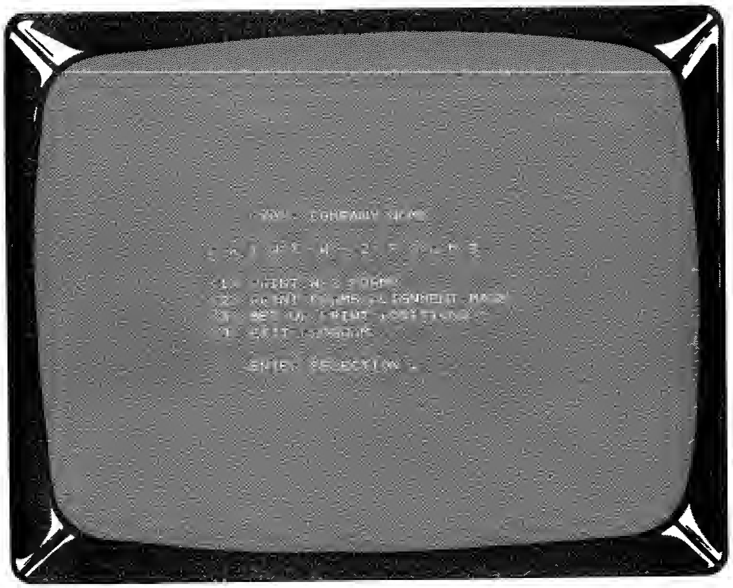
1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).

2. Insert the Backup copy of the Payroll Maintenance diskette (Model I); Payroll Program diskette (Model III) in Drive Ø and close the door.

3. Insert the Backup copy of the Data diskette in Drive 1 and close the door.

The screen will show:	You type:
DOS READY (Model I) or	
TRSDOS Ready (Model III)	BASIC and press ENTER
HOW MANY FILES?	Press ENTER
MEMORY SIZE?	Press ENTER
READY > _	RUN"W2" and press ENTER

The screen will show:



4. Load the W-2 forms into your printer (just as you loaded your payroll checks).

5. Press [2] to print the W-2 Forms Alignment Mask. You can repeat this step as many times as you need until the W-2 forms are aligned correctly. (See Appendix 5.)

6. Press [1] to print W-2 forms.

7. If you want W-2 forms for all employees, type [A] and press [ENTER]. After the last W-2 is printed, the program will automatically print Control Totals of all your W-2 figures. You will then be returned to the W-2 Menu.

8. If you want W-2's forms printed for an individual employee, type the employee number, and press [ENTER] . The W-2 form will then be printed for that employee.

9. When finished, press [@] . The Control Totals for the employee(s) specified will be returned to the W-2 Menu.

10. Remove the W-2 forms from the printer and reload your regular paper.

11. Remove the diskettes from the drives, and replace them in their protective sleeves.

12. If you want to do any work on the Payroll program, insert the proper disks, type [R][U][N]["][P][A][Y][R][O][L][L]["] and press [ENTER].

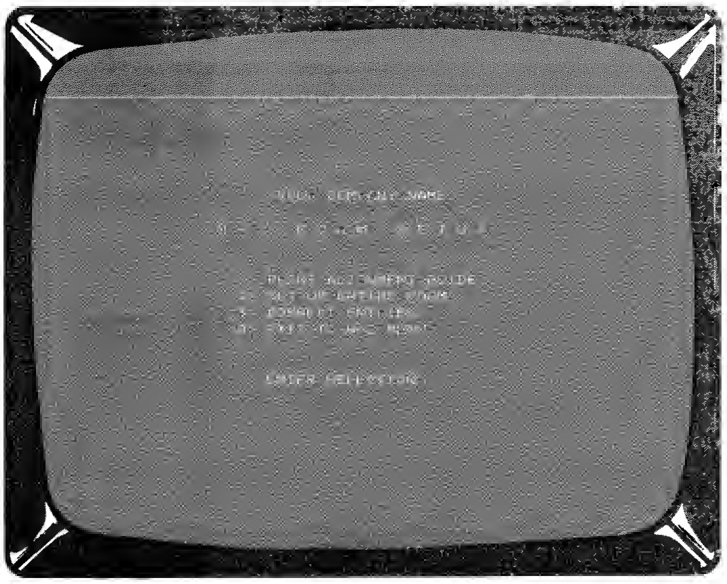
13. You will be returned to the Main Menu.

W-2 Forms Modifications

The format of the W-2 form may change periodically. Option 3, Set Up Print Positions, allows for changing the positions of various fields on the W-2 form.

Press [3] for Set Up Print Positions.

The screen will show:



The first step in setting up the print positions should be to load the current W-2 forms in the printer. The exact positioning of the forms is not critical, but the forms must be inserted the same way for printing. Next, select Option [1] which will print an alignment guide on the form. (See Appendix 6.)

The alignment guide will have line numbers at the extreme left-hand side, and column numbers every tenth column in the form.

Selecting Option [2] , Set Up Entire Form, will display a screen with the various fields which may be printed. (See Appendix 6.)

After the information is displayed, the program will ask for line and column numbers for each item. These can be obtained from the alignment guide which was printed with Option 1. If a field should not be printed, answer the prompt for line number with a [0] .

The process will repeat for each item until item 23 is reached (EXTRA). This is a general purpose field which may be used to print needed information not included in the previous items. For example, a "Yes" may be printed for the question, PENSION PLAN YES/NO, by answering YES to the question, WHAT IS TO BE PRINTED IN FIELD? and entering the line and column number numbers when prompted to do so.

To clear the "Extra" fields, press ENTER when asked the question, WHAT IS TO BE PRINTED, which will return the item to EXTRA and zero the line and column data.

After the initial setup, positions may be adjusted by using Option 3, which allows for editing one entry at a time.

After setting up the form, and pressing @ to exit the Form Setup Menu, press @ again and the program will sort and store the data and return to the W-2 Forms Menu. An alignment mask may now be printed, and any changes necessary be made by again returning to Option 3 . This procedure may be repeated as many times as necessary.

Press 2 to Print Forms Alignment Mask. If corrections are necessary, press 3 to Set Up Print Positions. You may then select 3 from the Form Setup Menu to correct entries.

Return to the section on printing W-2 forms and continue with the instructions for running the W-2 program.

Mailing Labels

There might be times when you have to do a general mailing to all employees. The Disk Payroll System contains all the information you need, so why not use it as a mailing list? Here's how you use it for making labels.

How to Prepare Labels

1. At the Reports Menu, press [M] for Mailing Labels.

The screen will show:

2. Load the printer with a roll of standard computer 1"x3-1/2" single width labels (available at most office supply stores).

3. If you want to print labels for all Active employees, press [A].

4. If you want labels for Terminated employees, press [T].

5. If you want labels for Both Active and Terminated employees, press [B]. ENTER THE MESSAGE TO APPEAR ON LABELS appears on the screen.

6. If you want to indicate what the mailing is for, you can enter a description of up to 22 characters on the label. For example: TIME CARD 4/16-4/21 or PAYCHECK 4/21/8Ø or W-2 STATEMENT. If you don't want a message, simply press [ENTER].

7. When you're finished, you will be returned to the Reports Menu. Remove the labels from the printer and reload your regular paper.

Recording Checks

You might find it necessary at times to hand-write some payroll checks, if the request occurs between normal pay periods. It might not be practical to run the Payroll Program for one check, or there might not be enough time to prepare the check in the usual manner. At the Main Menu, press [P] for Post Earnings then press [R] for Record Checks.

The Record Checks option is used to record hand-written checks, and all previously written checks that were not prepared by the Disk Payroll System.

Enter the employee number for the check you wish to record and press [ENTER].

Enter the Earnings

The program will show the employee's name, Social Security number, and each of the earnings categories. You can enter the pay (hours and dollars for hourly employees, or just dollars for salaried employees), and the amounts in each of the applicable earnings categories.

You can enter up to six digits for hours and rate. The earnings in each category are rounded to the nearest penny, and each dollar amount is stored to 16 digit accuracy so that you can accumulate large numbers.

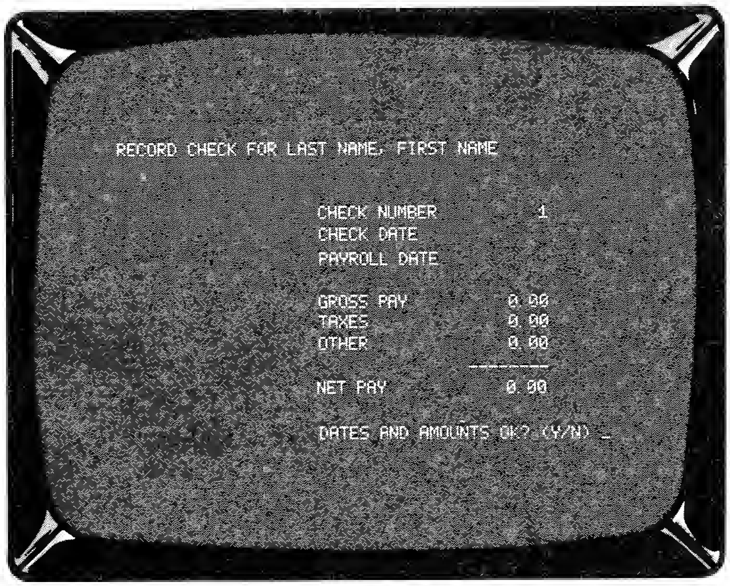
Reversing a Check

Since the Record Checks option does not calculate taxes, it is very useful for voiding checks as well as recording previously written checks. Simply enter minus dollars when voiding a recorded check.

Enter the Deductions

After entering the weeks worked, all eight deduction categories are displayed. After you have entered the deductions, the computer will ask for further information. Voluntary deductions will automatically be displayed.

The screen will show:



The computer automatically increments the check number from one entry to the next. You can override the computer at any time. The two dates remain the same from one entry to the next unless you change them.

Gross pay, deductions and net pay are displayed, and you are given the opportunity to change the net pay. (There is no need to change the net pay when the computer prepares the check because the computer will automatically balance the check.)

Out-of-Balance Checks

When recording a previously written check, it is not uncommon to find a subtraction error (i.e., an out-of-balance check). If you do change the net pay to show the actual check amount, then the Payroll Journal will print the amount of the error. You may wish to re-enter the check, and adjust federal and state withholding to balance the check.

After accepting the net pay, the computer will ask for the next employee number.

Note: An employee can only be paid once each pay period.

You can either enter the next employee number, or press @ to return to the previous menu.

Each time you Record Checks, return to the Maintenance Menu when you finish, to Update your employee records.

Winding Up the Year

At the end of the fiscal year, you will have to do some house cleaning to get the system ready for the new fiscal year. After you have done the last payroll for the fiscal year, you will print W-2 forms for all employees that were paid during the year. See the section on W-2 Forms for instructions.

Starting Fresh for Next Year

The Maintenance Menu is the key to starting over. Here are the steps to follow:

1. After W-2 forms have been printed, delete all Terminated Employees.

2. Go to the Month End section and type [Y] for Year End.

3. Under the Company Maintenance Menu, make any changes that may be necessary to the tax structure due to new regulations.

4. Go to the Change Employees function and make any changes in the Personnel Information that might be required by new regulations in your state.

You're ready to start the new year.

How to Backup Your Diskettes

Use this procedure EXACTLY:

1. Turn on your system. If this is the first time you've ever used the Radio Shack Disk System, refer to the Disk Operating System Manual for detailed instructions.
2. Insert a new, blank diskette in Drive 1 and close the door.
3. Insert the diskette you wish to copy in Drive Ø, and close the door.
4. Press the Reset button on your computer.

Model I:

The screen will show:	You type:
DOS READY	[B][A][C][K][U][P] and press [ENTER]
SOURCE DRIVE NUMBER?	[Ø] and press [ENTER]
DESTINATION DRIVE NUMBER?	[1] and press [ENTER]
BACKUP DATE (MM/DD/YY)?	[Ø][1][/][Ø][1][/][8][2] and press [ENTER] (Example for January 1, 1982)
HIT 'ENTER' TO CONTINUE	Press [ENTER] and you will be returned to DOS READY.

Model III:

The screen will show:	You type:
TRSDOS Ready	[B][A][C][K][U][P][ ][:][Ø][ ][:][1] and press [ENTER]
SOURCE Disk Master Password?	[P][A][S][S][W][O][R][D] and press [ENTER]

Note: if you are using a new disk, the system will Format the disk for you. If you are re-using an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type [Y] and press [ENTER] for each question. When the process is done, the screen will show:

**Backup Complete **

Model I/III:

Now we can check to see if the "BACKUP" procedure was successful:

1) Remove the original diskette from Drive Ø.

2) Take the Backup diskette out of Drive 1. Place the Backup copy in Drive Ø and close the door.

3) Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

How to Backup Your Data Diskettes

Use this procedure **EXACTLY:**

1. Turn on your system. If you are not familiar with the equipment, please refer to your Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the Data diskette (the "Source" diskette) in Drive 1 and close the door.
3. Insert a diskette containing TRSDOS (e.g. Program Diskette) in Drive Ø.
4. Press the Reset button.

Model I:

The screen will show:	You type:
DOS READY	BACKUP and press ENTER

Wait until the red light on the Disk Drive goes off. Remove the TRSDOS diskette from Drive Ø, and place it in its protective sleeve. Insert a blank diskette in Drive Ø, and close the door.

The screen will show:	You type:
SOURCE DRIVE?	1 and press ENTER
DESTINATION DRIVE NUMBER?	Ø and press ENTER
BACKUP DATE (MM/DD/YY)?	Today's Date and press ENTER

The computer will format the disk, and transfer the data to the blank diskette. When it's finished, the screen will show HIT 'ENTER' TO CONTINUE. Don't press the ENTER key just yet.

Remove the Data diskette from Drive 1, and place it in its protective sleeve. Remove the new Data Diskette from Drive Ø. Insert the TRSDOS diskette in Drive Ø, close the door, and press ENTER to continue.

Model III:

The screen will show:	You type:
Enter Date (MM/DD/YY)?	Today's Date and press ENTER
Enter Time (HH:MM:SS)?	Press ENTER
TRSDOS Ready	BACKUP and press ENTER

*Wait till the red light on the Disk Drive goes off. Remove the TRSDOS diskette from Drive Ø, and place it in its protective sleeve. Insert a blank diskette in Drive Ø, and close the door.

The screen will show:	You type:
SOURCE Drive Number?	1 and press ENTER
DESTINATION Drive Number?	Ø and press ENTER
SOURCE Disk Master Password	PASSWORD and press ENTER

The computer will format the disk, and transfer the data to the blank diskette. When it's finished, the screen will show: Insert SYSTEM Diskette < ENTER > .

Remove the Data Diskette from Drive 1, and place it in its protective sleeve. Remove the new Data Diskette from Drive Ø. Insert the TRSDOS diskette in Drive Ø, close the door, and press ENTER to continue.

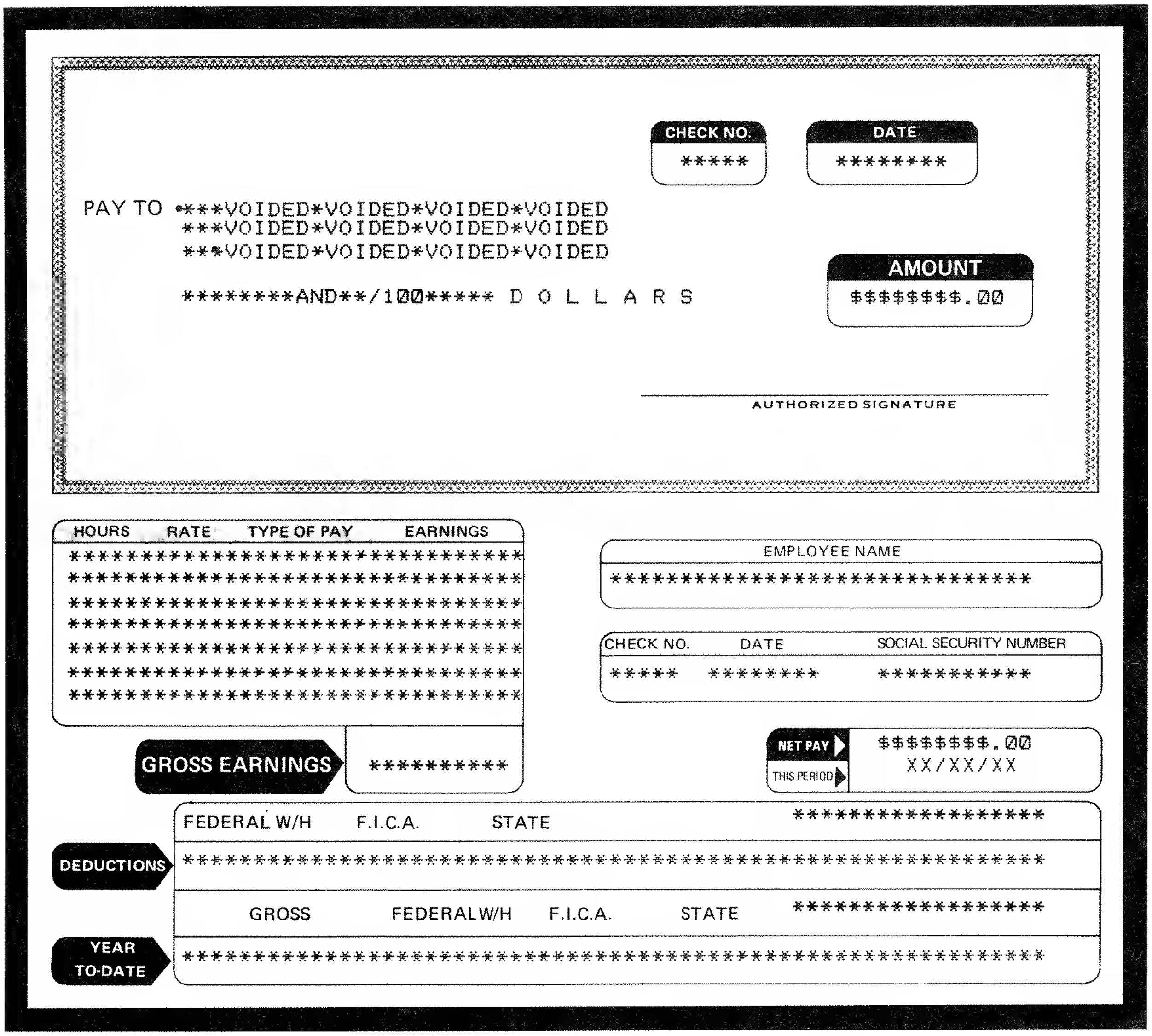
How to Use Your State Tax Table

Remove your Tax Table from the binder and look at it. All the questions on your sheet will not appear on the screen. Match each question that does appear with the corresponding question from your Tax Table.

The first seven questions from the appendix apply to all your tax tables. After you answer these, the program will ask about individual tax tables.

Important Note: Some Tax Tables (i.e. Colorado) have a different number of lines per table. When asked the number of lines in each table, be sure to use the larger number.

Paycheck Alignment Mask


CHECK NO.
*****
DATE
****
PAY TO ***VOIDED*VOIDED*VOIDED*VOIDED
***VOIDED*VOIDED*VOIDED*VOIDED
***VOIDED*VOIDED*VOIDED*VOIDED
********AND**/100***** D O L L A R S
AMOUNT
$$$$$$$$.00
AUTHORIZED SIGNATURE
HOURS RATE TYPE OF PAY EARNINGS
****
****
****
****
****
****
****
EMPLOYEE NAME
****
CHECK NO. DATE SOCIAL SECURITY NUMBER
***** ******** ***********
GROSS EARNINGS
****
NET PAY
THIS PERIOD
$$$$$$$$.00
XX/XX/XX
DEDUCTIONS
FEDERAL W/H F.I.C.A. STATE
****
****
YEAR TO-DATE
GROSS FEDERAL W/H F.I.C.A. STATE
****
****

W-2 Alignment Mask

1 Control number	22222	

2 Employer's name, address, and ZIP code
YOUR COMPANY NAME
COMPANY ADDRESS
CITY, STATE & ZIP

3 Employer's identification number
FED TAX ID

4 Employer's State number
STATE TAX ID

5 Stat. employee	Deceased	Pension plan	Legal rep.	942 emp.	Sub-total	Cor-rection	Void
☐	☐	☐	☐	☐	☒	☐	☒

6 *

7 Advance EIC payment
999999.99

8 Employee's social security number	9 Federal income tax withheld	10 Wages, tips, other compensation	11 FICA tax withheld
XXXXXXXXXXX	999999.99	999999.99	999999.99

12 Employee's name (first, middle, last)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

13 FICA wages	14 FICA tips
999999.99	999999.99

16 Employer's use

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

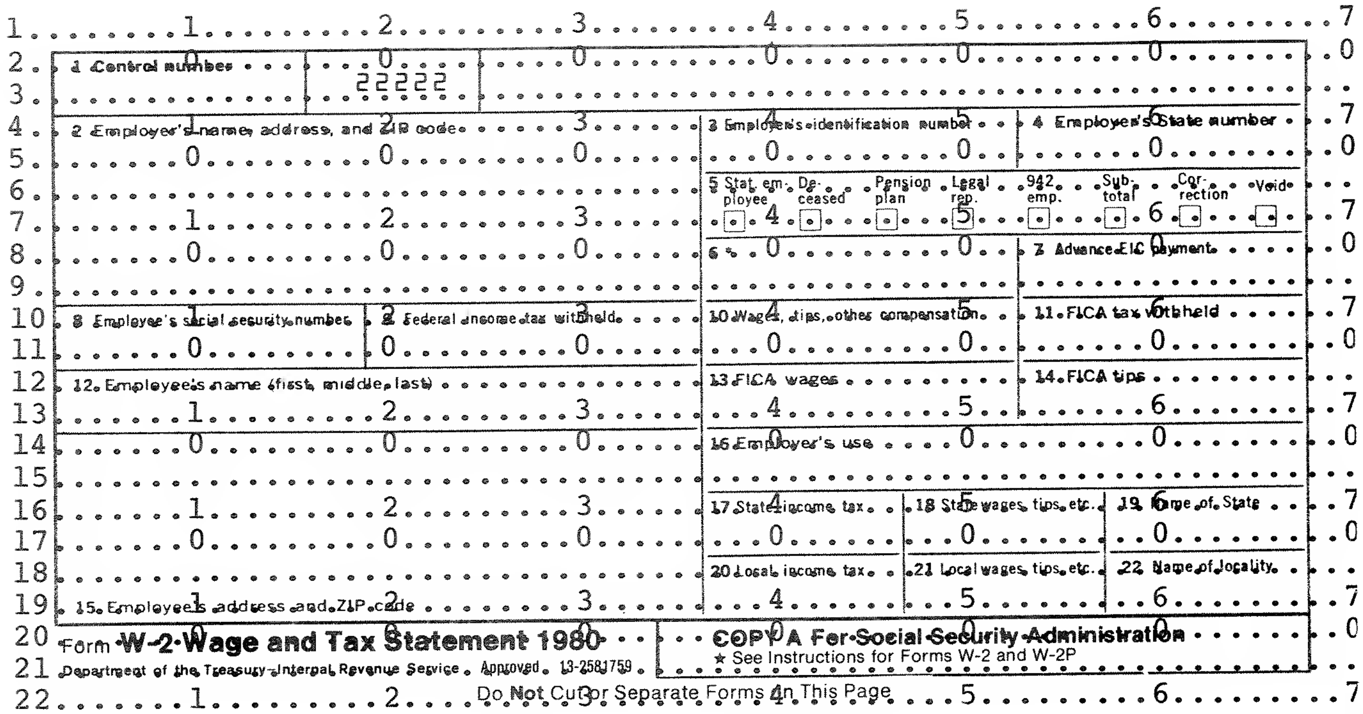
15 Employee's address and ZIP code

17 State income tax	18 State wages, tips, etc.	19 Name of State
999999.99	999999.99	
20 Local income tax	**21 Local wages, tips, etc.**	**22 Name of locality**
999999.99	999999.99	

Form **W-2 Wage and Tax Statement 1980**
Department of the Treasury–Internal Revenue Service Approved 13-2581759

COPY A For Social Security Administration
★ See Instructions for Forms W-2 and W-2P

W-2 Form Setup

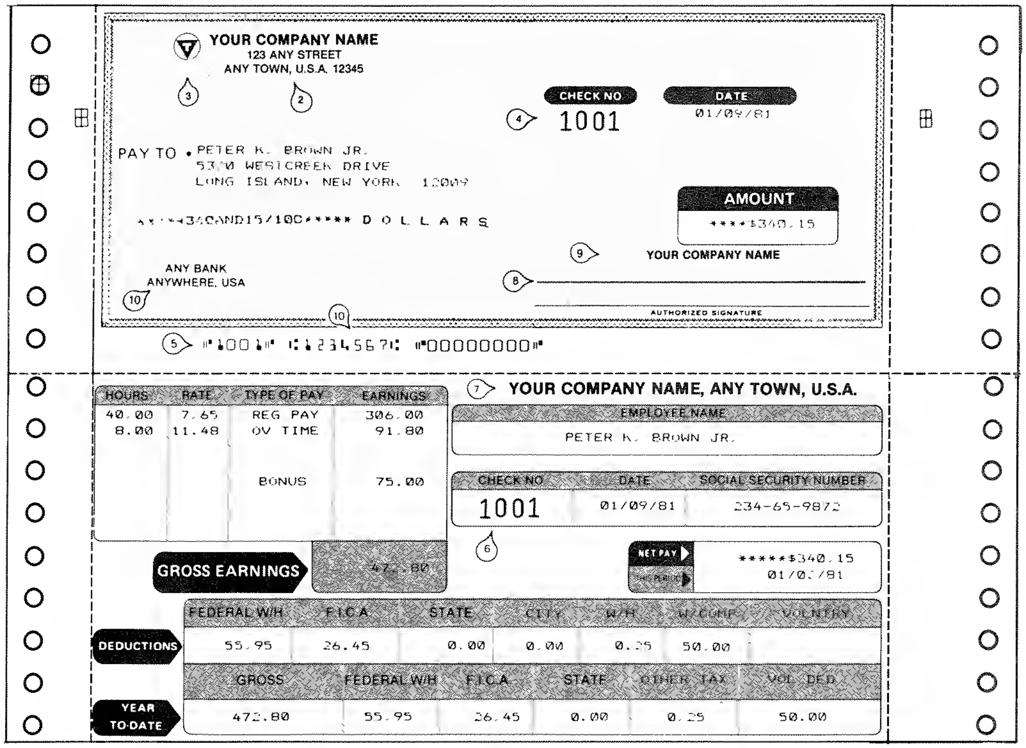


	L	C			L	C	
1	5	5	COMPANY NAME	14	13	38	FICA TAXABLE WAGES
2	6	5	CO. ADDRESS	15	17	48	ST TAXABLE WAGES
3	7	5	CO. CITY/ST/ZIP	16	13	54	EMPLOYEE FICA TIPS
4	5	38	FED TAX ID	17	19	48	CITY TAXABLE WAGES
5	5	55	ST TAX ID	18	11	54	FICA WITHHELD
6	13	5	EMPLOYEE NAME	19	11	22	FED TAX WITHHELD
7	15	5	EMP ADDRESS	20	17	38	ST TAX WITHHELD
8	16	5	EMP CITY/ST/ZIP	21	9	54	ADV EIC PAYMENTS
9	11	5	EMP SOC SEC #	22	19	38	CITY TAX WITHHELD
10	0	0	STATUS (M/S)	23	0	0	EXTRA
11	7	66	'X' FOR VOID FORM	24	0	0	EXTRA
12	7	58	'X' FOR SUBTOT FORM	25	0	0	EXTRA
13	11	38	FED TAXABLE WAGES	26	0	0	EXTRA

TRINITY FORMS CO.
NO. ONE FORMS DRIVE
CARROLLTON, TEXAS 75006
(214) 242-2123
(800) 492-5232 - TEXAS
(800) 527-0625 - NATIONAL

TRS-80® FORMS ORDER

DESIGNED FOR USE ON TRS-80® MODEL I AND III WITH CATALOG SOFTWARE NO. 26-1556
* TRS-80 IS A REGISTERED TRADEMARK OF RADIO SHACK.


YOUR COMPANY NAME
123 ANY STREET
ANY TOWN, U.S.A. 12345

CHECK NO 1001 DATE 01/09/81

PAY TO PETER K. BROWN JR.
5300 WESTCREEK DRIVE
LONG ISLAND, NEW YORK 12009

****340AND15/100***** D O L L A R S

AMOUNT ****$340.15

YOUR COMPANY NAME

ANY BANK
ANYWHERE, USA

AUTHORIZED SIGNATURE

⑆1001⑆ ⑆123456 7⑆ ⑈00000000⑈

YOUR COMPANY NAME, ANY TOWN, U.S.A.

HOURS	RATE	TYPE OF PAY	EARNINGS
40.00	7.65	REG PAY	306.00
8.00	11.48	OV TIME	91.80
		BONUS	75.00

EMPLOYEE NAME: PETER K. BROWN JR.

CHECK NO	DATE	SOCIAL SECURITY NUMBER
1001	01/09/81	234-65-9872

GROSS EARNINGS 472.80

NET PAY *****$340.15
01/09/81

DEDUCTIONS

FEDERAL W/H	F.I.C.A	STATE	CITY	W/H	W/COMP	VOLNTRY
55.95	26.45	0.00	0.00	0.25	50.00	

YEAR TO-DATE

GROSS	FEDERAL W/H	F.I.C.A	STATE	OTHER TAX	VOL. DED.
472.80	55.95	26.45	0.00	0.25	50.00

EXAMPLE AT LEFT SHOWS ALL IMPRINTING POSITIONS. CIRCLED NUMBERS CORRESPOND TO THE ORDER FORM.

EXAMPLE HAS BEEN REDUCED TO 55% OF ACTUAL SIZE.

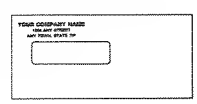
EXAMPLE OF A PRINTOUT IS SHOWN.

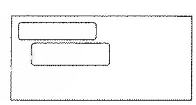
BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION.

WE WILL PRINT YOUR CUSTOM LOGO FOR AN ADDITIONAL CHARGE. YOU MUST FORWARD CAMERA READY ARTWORK.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FORM NAME		PAYROLL CHECK		
FORM NUMBER		PRC-1-1	PRC-1-2	PRC-1-3
NUMBER OF PARTS		ONE	TWO	THREE
PAPER SPECS		PART 1 = 24 LB. WHITE MICR BOND	PART 1 = 26 LB. WHITE CARBONLESS 2 = 15 LB. CANARY "	PART 1 = 26 LB. WHITE CARBONLESS 2 = 14 LB. CANARY " 3 = 15 LB. PINK "
IMPRINTED BASE PRICES	500	$ 84.00	$121.00	$143.00
	1,000	91.00	149.00	185.00
	2,000	144.00	263.00	340.00
ADDITIONAL SIZES		SIZE: 9½ x 7 (7½ x 7 DETACHED) INK COLORS: LIGHT BLUE AND BLACK IMPRINTING: BLACK INK; BASE PRICE INCLUDES FOUR OR FIVE LINE HEADING AND ALL BANK INFORMATION		
ENVELOPES FORM NO. ENV-1	1,000	$ 95.00	ENVELOPE SPECS: PRINTED IN BLACK INK. CHECK FITS INTO A 7¾ x 3 5/8 SPECIAL WINDOW ENVELOPE WITH AN INSIDE TINT.	
	2,000	154.00		
	3,000	213.00		
ENVELOPES FORM NO. ENV-21	1,000	56.00	ENV-21 CHECK FITS INTO A SPECIAL DOUBLE WINDOW ENVELOPE WITH AN INSIDE TINT.	
	2,000	98.00		
	3,000	140.00		





- CONSULT FACTORY FOR CUSTOM PRINTING IF ANY SPECIFICATIONS ARE DIFFERENT THAN ABOVE.
- SHIPPED UPS OR COMMON CARRIER; FREIGHT PAID.
- SALES TAX MUST BE ADDED AS REQUIRED BY LAW FOR TEXAS RESIDENTS.

TRINITY FORMS COMPANY
NO. 1 FORMS DRIVE
CARROLLTON, TEXAS 75006
(800) 527-0625 (214) 242-2123

CUSTOM FORMS ORDER

ORDER DATE	PHONE NUMBER ( )	PURCHASE ORDER NO.
SIGNATURE, ALL DATA BELOW VERIFIED TO BE CORRECT:		

MAILING ADDRESS:
NAME

STREET/P.O. BOX

CITY STATE ZIP

SHIP TO: (WE CANNOT SHIP TO A POST OFFICE BOX.)
NAME

STREET

CITY STATE ZIP

COMPUTER MAKE AND MODEL	PRINTER MAKE AND MODEL	SOFTWARE: NAME & NUMBER

1 FORM NUMBER	FORM NAME	NO. OF PARTS	QUANTITY

	PRICES
2 HEADING, INSERT THE HEADING IMPRINT LINES. (COMPLETE HEADING MAY BE INCLUDED IN THE LOGO (SEE #3). BASE PRICE	
3 CUSTOM LOGO ☐ NO ☐ YES (You must forward CAMERA READY ARTWORK.) LOGO CHARGE	
4 NUMBERING. Do you want your checks numbered? ☐ NO ☐ YES Starting No. ______	N/C
NUMBERS 5 THRU 10 APPLY TO CHECKS ONLY	
5 CONSECUTIVE MICR NUMBERS. (Sample voided check or MICR spec. sheet required.) ☐ NO ☐ YES (We will start with the number listed in #4 above.) MICR CHECK NUMBERING CHARGE	
6 CHECK STUB NUMBERED. ☐ NO ☐ YES (We will start with the number listed in #4 above.)	N/C
7 CHECK STUB PRINTED WITH NAME, CITY, & STATE. (WE WILL PRINT THE SAME INFORMATION IN #2 ABOVE UNLESS SPECIFIED OTHERWISE.) ☐ NO ☐ YES	N/C
8 EXTRA SIGNATURE LINE. (Base form has one line.) ☐ NO ☐ YES	N/C
9 SIGNATURE LINE NAME. (We will print the heading name unless noted below.) ☐ NO ☐ YES	N/C
10 BANK AND MICR NUMBERS. You must submit either a sample voided check if the information is still correct or a bank furnished MICR spec. sheet. BANK NAME: ACCOUNT NO.	N/C
11 ADDITIONAL INSTRUCTIONS AND CHARGES: ☐ ☐	
	FORMS TOTAL $

12 ENVELOPES	FORM NO.	QUANTITY	ENVELOPES PRINTED	(WE WILL PRINT THE SAME INFORMATION IN NO. 2 ABOVE UNLESS SPECIFIED OTHERWISE)	ENVELOPES
☐ NO ☐ YES			☐ NO ☐ YES		$

FORM NO. 11-10

SUB TOTAL	
TAX	
TOTAL	
AMOUNT ENCLOSED	

A. USE ONE ORDER FORM FOR EACH SEPARATE FORM ORDERED.
B. ATTACH CHECK FOR PAYMENT AND FORWARD WITH THIS ORDER FORM.
C. RETAIN A COPY OF THIS ORDER FOR YOUR RECORDS.

FOR FACTORY USE ONLY

FORM SALE	12 ENV SALE	SUB-TOTAL	TAX AMT	TOTAL	CIA AMT	CIA INV	FREIGHT	CODE	P.O. NO	SALE ORD #

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NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

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